

DITTISHAM PARISH COUNCIL

Incorporating the Hamlet of Capton and the Manors of Bozomzeal and Coombe

DRAFT Minutes of the Meeting of the Finance Committee of Dittisham Parish Council
at 9:30am Tuesday 28 July 2026 at Lyon Cob House, Lower Street, Dittisham

Present: Cllrs Bond, JGreen, Unitt (Working Group Chair)

Apologies: Cllr Pope

Clerk: Cat Radford

Agenda

1. Apologies were received as above.
2. Receive and review end of Quarter 1 reports
 - 2.1. 2026/27 end of Quarter 1 budget report Members reviewed the income and expenditure within the quarter, noting that items were in line with expectations. It was noted that the car parking income for Quarter 4 had not been received within the quarter, but had been paid into the account on 24 July.
 - 2.2. 2026/27 Quarter 1 bank reconciliation the bank reconciliation prepared by the Clerk was reviewed by the Working Group, checking balances and bank statements matched. The bank reconciliation was signed by Cllr J Green.
 - 2.3. 2026/27 Quarter 1 VAT return The VAT return was reviewed, showing net VAT payable to HMRC as £804.80. **ACTION: The Clerk** will submit the return.
3. Parish Council Reserves Policy The working group considered the draft Reserves Policy and made the following recommendations to Full Council:
 - Clause 2: Change reference to 'Specific' reserves to 'Earmarked'.
 - Clause 2.1 Insert the following: "With an NRE of approximately £65,000 Dittisham Parish Council aims to hold 6 months' worth of this in its general reserve; approximately £32,500. This is also compatible with the Parth's high dependency on its car park income."
4. Letter to St George's Church Treasurer A proposed letter on future grant applications for the churchyard maintenance was discussed, and **it was AGREED** to recommend this to Full Council. **ACTION: The Clerk** to include this as an item on the September agenda.
5. Payment Authorisation Process **It was AGREED** to adopt the following process: To agree at each monthly meeting of Dittisham Parish Council which of the signatories will authorise the payments for that month.

It was commented that this will enable all members of the Finance Committee to become equally familiar with regular payments and be able to pick up any issues.

6. August Payments **It was AGREED** to make payments due in August, and to pay invoices received as follows:
 - Payment 2607_16 Pension contributions on Clerk's July Salary = £39.61 no VAT
 - Payment 2607_17 to CRadford Clerk Salary July (Month 4) = £887.81 no VAT
 - Payment 2607_18 to HMRC for Tax/NI on Clerk's July Salary = £275.76 no VAT
 - Payment 2607_19 to MHurrell for monthly car park checks and banking takings (Jul) = £150 no VAT
 - Payment 2607_21 to Geosphere Ltd Invoice: #18UG018-0009 Parish Online - Mapping Software (per Year) at £40 plus £8 VAT = £48
 - Payment 2607_22 to Community Heartbeat Trust Village Emergency Telephone System Yr 3 01/07/2026-01/07/2027 Node 5284 5285 8355 at £100 plus £20 VAT = £120

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- Payment 2607_23 to South Hams District Council Invoice 22406654 for Cashless Processing fees for 1st April 2026 to 30th June 2026 for The Level and The Hams Cashless Income at £702.82 plus £140.56 VAT = £843.38

It was noted that a payment to ARCCAS for monthly grounds maintenance at £430 plus £86 VAT was due, but that no invoice had yet been received.

ACTION: Cllr Unitt be first signatory and **Cllr J Green** be second signatory.

7. Clerk's hours The Working Group reviewed the Clerk's hours for the quarter, noting that hours worked were in line with expectations for the quarter.
8. Opportunity to ask questions On accounting systems, processes and procedures
 - After discussion **it was AGREED** that **ACTION: Cllr Unitt** liaise with members of the Village Hall Committee on when end of year accounts would be published. This would enable the Finance Working Group to review how the grant from the Parish Council had been spent within the Financial Year, at its next meeting ahead of a further grant submission expected in November 2026.
 - It had been discussed in previous meetings to consider rationalising the Parish Council's bank accounts. The Clerk would undertake some research on this in August.
9. Next meeting Agree dates for next meetings
9:30am Tuesday 27th October 2026 at Lyon Cob House, Lower Street, Dittisham